2019 MARCH 31 FISCAL YEAR-END SCHEDULE & DEADLINES

This communication serves as a reference to assist you in planning and scheduling individual and departmental fiscal year-end work. Deadlines for reporting to government necessitate a coordinated team effort to accomplish this task and we thank you in advance for your assistance to achieve completeness. The final payroll transactions will be reflected in FAST on April 2nd therefore, any departmental JVs submitted for the assured processing deadline of Friday, March 22nd (noon) must rely on payroll encumbrance numbers available in FAST. Please also be aware that the Financial Services departments will be relocating to Discovery 1 and Discovery 2 between November 2018 and April 2019 the new locations provided within are as at the deadline date.

KEY CONSIDERATIONS

Goods must be received no later than March 29th to be included in the 2018/19 fiscal year reporting. Purchases must therefore be initiated with sufficient lead time to enable ordering, delivery and invoicing of the goods prior to year-end.

Forwarding financial transactions early is greatly appreciated. Receipt of volumes of transactions on deadline dates cause processing challenges. We will strive to process all transactions; but, if volumes at the end exceed capacity, smaller value transactions received after the “assured processing” dates may be left until the next year. Documents received after the final deadlines will be processed in the new fiscal year.

Principal Investigators (PIs), their delegates and department managers within Fund 25, 31, 32 and 36: Transactions requiring review by Research Accounting, including journal vouchers, are to be forwarded directly to their office location: Discovery 2 Building, Room 210. The final deadlines included within on “non-operating funds” apply.

Form 300 Financial Reports to sponsors are based on transactions processed in the fiscal year and will not be amended; PIs are urged to review all transactions to ensure that they have been appropriately recorded their research projects.

“New Year” should be marked on all documentation (i.e. invoices, requisitions, journal vouchers, budget transfers) submitted near the end of the fiscal year and immediately after where the transaction is not to be processed until the new fiscal year (2019/20).

Review your accounts on a regular basis to identify and address any issues early.

- All encumbrance balances outstanding as at March 31st will be rolled over into the new fiscal year’s budget. If any encumbrance balances need to be liquidated (de-committed), action should be initiated with Procurement Services well before the fiscal year-end.
- Early submission of documents will assist greatly with the ongoing financial review process, as transactions are more likely to be included in the reported FAST activity, and less likely to be delayed due to constraints inherent with high volume approval and processing demands.

Appendix A, Community Checklist provides a summarized weekly listing highlighting key tasks, processes and deadlines impacting the university community beginning the week of February 4th through to April 5th, 2019.

Please be reminded to close off the 2018/19 fiscal year of any departmental sub-systems you may be using.
**PRIMARY TASKS, PROCESSES & DEADLINES**

The following deadlines are relevant to the university community as a whole. Some departments have additional deadlines that are relevant to their unique operations.

**PROCUREMENT TRANSACTIONS**

For goods and services intended to be expensed in the 2018/19 fiscal year, requisitions or detailed requirements must be processed through People Soft Workflow or received by Procurement Services; Discovery 1, Room 3010 as noted below:

| Purchases where the estimated value including taxes are $75,000 | Monday, January 7 | BC’s trade agreements require the university to conduct an open bid for purchases of goods or services with a total value of $75,000 or greater (including taxes). |
| Purchases where the estimated value including taxes are $50,000 and $75,000 | Friday, February 8 | SFU policy (AD 11.01) requires competitive bidding on purchases of $50,000 or greater. |
| Purchases where the estimated value including taxes are < $50,000 | Friday, February 15 | Goods or services that are readily available and have a total value up to $50,000 (including taxes) should be requisitioned by the deadline to ensure delivery and invoicing prior to year-end processing deadlines. |

Please contact your Procurement Office as soon as possible to ensure sufficient time to carry out the required bidding activities.

**ON-LINE RECEIPT APPROVALS**

| For Purchase Orders requiring On-Line Receipt Approval | Thursday, March 28 noon | Goods received are to be receipted on-line no later than March 28, 2019 noon to support invoice processing related to 2018/19. |

**CORPORATE CARD TRANSACTIONS**

| Scotia C-Card Statement Charges (purchases) intended for the 2018/19 fiscal year. | Friday, March 15 | To help ensure purchases intended for the 2018/19 fiscal year appear on the March 15th C-Card Statement, purchases should be transacted by March 10th or earlier. C-Card transactions after the March 15th Statement will be recorded in April of the new 2019/20 fiscal year. |
| C-Card Statement Reconciliation | Thursday, March 21 | Scotia Visa Card holders must complete the reconciliation of all Corporate Card Statements including the March 15th statement. |
PAYROLL ACTIVITIES RELATED TO THE MARCH 29 PAYDATE

Payroll Appointments

PAF’s; Funds 25 & 30’s
Thursday, March 14
To be received by Research Accounting; Discovery 2, Room 210

PAR’s & E-PAR’s
Monday, March 18
To be received by Human Resources; Strand Hall SH2000

PAF’s; Funds 13, 21, 23, 24 & 29
Thursday, March 14
To be received by Specific Purpose Funds; Discovery 1, Room 3010

PAF’s; Fund 11 & TSSU staff
Monday, March 18
To be received by Payroll; Discovery 1, Room 1010

Timesheets
Friday, March 22
Hourly timesheets; hours are to be entered & approved
Salary timesheets; business as usual, no additional deadlines

BANK DEPOSITS – BURNABY CAMPUS

The University Banking Services at the Burnaby campus Bookstore will be operating on extended hours 9:00 am to 4:30 pm for the week of March 18th to March 21st. Deposits made after departmental sub-system noon cutoff on March 22nd will be in FAST 2019/20.

Deposits should appear on the bank statement Friday, March 22 – up to noon
All bank deposits made on or before this date should appear on the March bank statements and not require reconciling entries.

Final deadline; deposits may not appear in FAST as 2018/19
March 22 after noon to March 28 noon
Deadline to deposit all money received for 2018/19 at the Burnaby Campus Bookstore. Bag ready deposits received the afternoon of March 22nd through to the morning of the 28th may be outstanding deposits to reconcile.

REGISTRAR AND INFORMATION SERVICES

Cashiers will be closed Friday, March 29th, at 4:30pm.

PURCHASES from and/or INTER-DEPARTMENTAL transactions, regardless of fund:

Purchases and/or inter-department transactions after the deadlines noted will be processed in the new fiscal year 2019/20.
Friday, March 22
Campus Bookstores, Sciences Stores, Meetings and Events (MEC), Athletics, Security & Parking

Tuesday, March 26
Facilities, including TMA work-orders
TRAVEL ADVANCES, EXPENSES & ACCOUNTS PAYABLE INVOICE PROCESSING SERVICES

Please note: To expedite document processing and entry to FAST:

- Please tape all small supporting documents onto a sheet of plain 8 ½ x 11” paper, in the same order in which the entries appear on the related form (for FAST image retrieval).
- Employee Numbers must be recorded on all accounts payable (AP) invoices that involve travel accounts 7000 and/or 7002.

**Travel advance reimbursements**

<table>
<thead>
<tr>
<th>Travel advance reimbursements</th>
<th>Tuesday, March 26 – noon</th>
<th>Reimbursement cheques are to be received by Payment Services (Expense Claims); Discovery 2 (Room TBD)</th>
</tr>
</thead>
</table>

**Assured processing – all funds:**

<table>
<thead>
<tr>
<th>Accounts Payable Invoices</th>
<th>Friday, March 22 – noon</th>
<th>Invoices and travel &amp; expense claims received in Payment Services; Discovery 2 (Room TBD), will receive assured processing service.</th>
</tr>
</thead>
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<td>Travel &amp; Expense claims</td>
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**Final Deadlines:**

**Operating fund 11:**

<table>
<thead>
<tr>
<th>Accounts Payable Invoices</th>
<th>Thursday, March 28 noon</th>
<th>Authorized transaction documents received in Payment Services after this date will typically be expensed in the new fiscal year.</th>
</tr>
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<td>Travel &amp; Expense claims</td>
<td></td>
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**All other funds:**

<table>
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<tr>
<th>Accounts Payable Invoices</th>
<th>Monday, March 25 noon</th>
<th>Transaction documents received by Research Accounting or the applicable fund manager after this date will typically be expensed in the new fiscal year.</th>
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**JOURNAL VOUCHERS AND BUDGET TRANSFERS**

Employee Numbers must be recorded on all journal vouchers that involve travel accounts 7000 and/or 7002.

**Assured processing**

<table>
<thead>
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<th>Journal vouchers and budget transfers received in Financial Reporting; Discovery 1, Room 3010 will receive assured processing services.</th>
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<td>Friday, March 22 – noon</td>
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**Final Deadlines:**

**All Funds:**

| Subsystem journal uploads to be dropped to PSTS |
| Friday, March 22 |

**Operating fund 11:**

| Completed & approved journal vouchers and budget transfers, to be received in Financial Reporting; Discovery 1, Room 3010 |
| Thursday, March 28 noon |

**All other funds:**

| Journal vouchers and budget transfers received by Research Accounting or the applicable fund manager after this date may not be processed until the new fiscal year. |
| Monday, March 25 noon |
FAST FINANCIAL REVIEW OF ACTUALS AND ENCUMBRANCES; KEY TRANSACTION REVIEW DATES:

January – year to date review  
Friday, February 8  
January month end is now closed; YTD (Year to Date) Actuals & Encumbrances are now available for review on FAST.

February review  
Friday, March 8  
February month end is now closed; YTD Actuals & Encumbrances are now available for review on FAST.

March: preliminary review  
Wednesday, March 27  
FAST presents March MTD (month to date) activity including C-Card.

March: preliminary review  
Tuesday, April 2  
FAST presents MTD activity including final payroll entries for March 30th.

March: ‘final’ review of posted transactions to date  
Friday, April 5  
FAST presents all March MTD activity including transactions from Accounts Payable (AP), Travel Expense (EX), Student Financials (SF) and Payroll Systems (PAY). FAST now presents all March MTD transactions including journal vouchers and budget transfers. Only exceptional &/or significant journals processed by Research, Capital or Financial Services would be posted after this date.

ACCOUNT RECONCILIATIONS

Departments who perform regular reconciliations on Statement of Finance Position accounts  
Monday, April 8, end of day  
Final reconciliations of such accounts are to be completed, authorized with supporting documents forwarded electronically to Financial Services by April 8th.

DRAFT FINANCIAL STATEMENTS  
Friday, April 19  
Provincial deadline for SFU to file ‘draft’ year-end financial information (tentative date as at Oct 29, 2018).

EXTERNAL AUDITORS  
April 15 - May 3  
Potential for inquiries to be directed to departments.

Thank you in advance for your support and assistance with the annual process.